



**BROWN COUNTY GOVERNMENT
BOARD OF ZONING APPEALS**
SPECIAL EXCEPTION for TOURIST HOME or BED & BREAKFAST
APPLICATION CHECKLIST

201 Locust Lane
P.O. Box 401
Nashville, Indiana 47448

Phone: (812) 988-5490
www.browncountv-in.gov

Applications for a special exception must include all the required items as listed below. Applications that do not include all the required items are incomplete and will NOT be docketed. Complete applications must be submitted by 2:30 p.m. of the submission deadline day. Complete applications and all checklist items must be delivered in person.

1. _____ **Septic system approval letter must include the size of the septic tank (visual inspection required) or septic permit** from the Brown County Health Department (see enclosed letter from Health Department)
2. _____ Copy of most recent **Property Card** (Provided by the Assessor)
3. _____ Application form signed by **all owners** of the property
4. _____ **Filing fee** (\$100.00) – payment due on Docket Date
5. _____ Copy of the most recently recorded **deed** (Provided by Records office)
6. _____ **Legal description** of property on which Special Exception is proposed if it is different from the legal description in deed
7. _____ Copy of the **plat map** for the general area (Provided by Plan Commission)
8. _____ A typed or neatly printed **statement of your request** explaining the reason for the special exception and include the following:
 - a. **number of guest rooms** and **maximum number of guests** (a guest room is a bedroom or an area containing a pull out sofa or similar to be used for guests). Please indicate which room a guest(s) would be sleeping in if other than a bedroom/guest room
 - b. All location/address, and names of **tourist homes within ¼ mile** and/or **residences within 250 feet** of the proposed tourist home
 - c. Name of party who will **manage the tourist home** if it is not owner managed
 - d. **Flood Plain District** in which the proposed tourist home is located (Provided by the Plan Commission Office)
9. _____ **Site plan** (drawn neatly to scale on white paper, in ink or by computer, on 8 ½" x 11" or 8 ½" x 14" paper). This drawing will be distributed to the BZA members and the public, please submit a drawing that is legible and accurate. (See attached example) **The site plan must contain the following information**:
 - a. Location, dimensions, and size of the property
 - b. Location and size of all **buildings, ponds, structures and signs** already on the land **and** those proposed by petitioner. Show the distance from these features to the property lines.
 - c. Location and size of all **entrances to and exits from** the land, and all adjacent streets and highways and developments

- d. Location, size and dimensions of **required parking spaces, driveway, emergency access and vehicle turnaround areas** please see 4.11 and 4.12 of the zoning ordinance (Attached) for parking and driveway requirements
- e. Location of **septic system** – existing or proposed
10. _____ A drawing of the **floor plan** for the proposed tourist home should include:
- a. If there is more than one floor of the structure, provide a floor plan for each floor. Include applicant name, address and total square feet of the residence
 - b. Label the use of each room with room dimensions
 - c. Indicate which room(s) will have a pull out sofa, futon or similar sleeping accommodation
 - d. Identify all doors and windows
 - e. If the current floor plan will be changed, please submit drawings of the current and proposed plans.
11. _____ A **driveway permit** is required for driveways that access County, State or the Town of Nashville public maintained streets or roads. (If a driveway does not already exist on the property). A driveway permit is not required for driveways that access privately maintained roads.
12. _____ Documentation of adequate **electricity and water** for the site (e.g., copies of utility bills)
13. _____ Provide a written statement whether target shooting will be allowed on the property. If no target shooting is allowed, how will this information be provided to guests?
14. _____ Contact the **fire department** providing service to the proposed site and request an inspection to review the driveway access. Please request a letter of their evaluation to be sent to the Planning and Zoning Commission.
15. _____ Provided by Plan Commission ON DOCKET DATE A typed or neatly printed list of the names and addresses of all **property owners within 600 feet** of the your property It is highly recommended the applicant review the **public terminal** (located in the Treasurer or Recorder's Office) to confirm current owner information. The Plan Commission office is not responsible for incorrect addresses or property owners.
16. _____ **Pre-submission meeting** with zoning inspector (Please schedule an appointment **1-2 weeks before submission deadline date**). The purpose of this meeting is to review the completed application and checklist)

The following items (a-d) are recommended for the safety and welfare of the owners and guests:

- a. _____ **Fire extinguishers** placed in the following locations: near any bedroom(s), kitchen, and at least one on each level of the home.
- b. _____ **Carbon monoxide** detector(s) placed near any gas appliances.
- c. _____ **Emergency numbers** and an **evacuation plan** displayed at the home.
- d. _____ An **escape ladder** available in any second story room.
- e. _____ **Smoke detectors must** be placed in all bedrooms, and at least one on each level of the home (per Indiana State Code and Indiana Dwelling Code).
Smoke detectors must be working or the home will not pass inspection.

**** AFTER THE TOURIST HOME HAS PASSED THE**

FINAL INSPECTION AND A CERTIFICATE OF COMPLIANCE IS ISSUED...

PLEASE SEE THE ASSESSOR, TREASURE AND THE CONVENTION AND VISITORS BUREAU

Applicants should be ready to address the following at the Public Hearing

1. Does Section 3.1 or 3.9 of the Zoning Ordinance authorize a special exception for this use in the district in which the property is located? (Check with the Plan Office before you file for the special exception.)
2. Will the requirements for special exceptions prescribed by the Brown County Zoning Ordinance be met? (Check with Plan Office before you file for the special exception.)
3. Will granting the exception subvert the general purposes served by this ordinance and materially and permanently injure other property or uses in the same district and vicinity? (Describe how it affects the neighbors and why it will not conflict with intent of the zoning ordinance)

Please Note

If the Board grants a Special Exception, the Petitioner must meet all conditions stipulated by the Board. Once these conditions have been met, Petitioner must contact the Plan Office for a Certificate of Occupancy. The Special Exception is not authorized until this certificate is issued.